



March 04, 2024

OVPAF MEMORANDUM CIRCULAR NO. 04
Series of 2024

TO : VSU Main Regular/Casual/Contractual Employees (including PCC)

RE : BIR Form 2316 - Certificate of Compensation Payment/Tax Withheld

This is to inform all concerned employees that your BIR Form 2316 or the Certificate of Compensation Payment/ Tax Withheld for the year 2023 is now available at the Accounting Office. Per BIR guidelines, each employee who received a salary, honorarium, or any other form of remuneration from the employer during 2023, must have a BIR Form 2316 prepared, filled out, and issued by the employer to be submitted to the BIR by the employer on behalf of the employees.

With this, please get your BIR Form 2316 for the year 2023 at the Accounting Office (c/o **Ms. Elizabeth D. Pasa**).

A representative or authorized personnel is allowed to get the BIR Form No. 2316 provided that the owners have given their consent (Refer to the attached sample authorization letter).

Please fill up the necessary fields in the BIR Form 2316 and kindly return the accomplished file on or before **March 12, 2024** to the Accounting Office since the forms will be collated and submitted to BIR so that we can meet with the deadline specified by BIR.

Below is a quick guide on filling out BIR Form 2316:

For BIR Use Only

BCS/
Item:
BIR Form No.
2316
September 2021(ENCS)



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

Certificate of Compensation Payment/Tax Withheld



2316 9/21 ENCS

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year (YYYY)		2 For the Period From (MM/DD) To (MM/DD)	
Part I - Employee Information			
3 TIN		5 RDO Code	
4 Employee's Name (Last Name, First Name, Middle Name)		6A ZIP Code	
6 Registered Address		6B Local Home Address	
6C Foreign Address		6D ZIP Code	
7 Date of Birth (MM/DD/YYYY)		8 Contact Number	
9 Statutory Minimum Wage rate per day		10 Statutory Minimum Wage rate per month	
11 <input type="checkbox"/> Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax			
Part II - Details of Compensation Income & Tax Withheld from Present Employer			
A. NON-TAXABLE/EXEMPT COMPENSATION INCOME		Amount	
29 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE			
30 Holiday Pay (MWE)			
31 Overtime Pay (MWE)			
32 Night Shift Differential (MWE)			
33 Hazard Pay (MWE)			
34 13th Month Pay and Other Benefits (maximum of P90,000)			
35 De Minimis Benefits			
36 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)			
37 Salaries and Other Forms of Compensation			
38 Total Non-Taxable/Exempt Compensation			

- Items 3, 4, 6, 6A, 7, and 8 are required fields to fill out. Items 6B, 6C, and 6D should be filled out if applicable.
- Items 9 to 11 are applicable only if the employee is a minimum wage earner.

I hereby declare, under the penalties of perjury that the information herein stated are true and correct, and that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700), since I received purely compensation income from only one employer in the Philippines for the calendar year, that taxes have been correctly withheld by my employer (tax due equals tax withheld); that the BIR Form No. 1604-C filed by my employer to the BIR shall constitute as my income tax return; and that BIR Form No. 2316 shall serve the same purpose as if BIR Form No. 1700 has been filed pursuant to the provisions of Revenue Regulations (RR) No. 3-2002, as amended.			
53 Present Employer/Authorized Agent Signature over Printed Name		Date Signed	
54 Employee Signature over Printed Name		Date Signed	
CTC/Valid ID No. of Employee	Place of Issue	Date Issued	Amount paid, if CTC
To be accomplished under substituted filing			
55 Present Employer/Authorized Agent signature over Printed Name (Head of Accounting/Human Resource or Authorized Representative)		56 Employee Signature over Printed Name	

- Item 52 should be signed by the employee (ORIGINAL signature per page). **Please note that submission of copies of BIR Form No. 2316 without the signature of the concerned employee shall no longer be allowed, more particularly for those employees who are qualified for substituted filing (refer to Revenue Memorandum Circular No. 29-2024 attached with this memo for more details).**

Additionally, kindly indicate the details of your Community Tax Certificate (CTC) such as place of issue, date signed, and the amount paid. You can get your CTC at the Local Government Unit c/o Treasurer's Office. Any valid Government-Issued Identification Card is also acceptable.

4. Item 54 should be signed for employees who are qualified under substituted filing of Income Tax Return (BIR Form 1700). This is applicable to an employee who received purely compensation income from one employer without another source of income (e.g., business income). This means that the BIR Form 2316 will be filed in lieu of BIR Form 1700.

For any concerns, please contact Ms. Elizabeth D. Pasa from the Accounting Office.
For your information and strict compliance. Thank you.



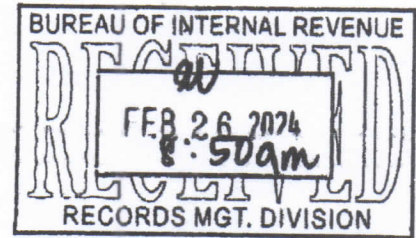
EDGARDO E. TULIN

OIC-Vice President for Administration and Finance



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

National Office Building
Quezon City



26 FEB 2024

REVENUE MEMORANDUM CIRCULAR NO. 29-2024

SUBJECT : Extension of the Deadline for the Submission of the Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316) and Clarifications in Relation Thereof

TO : All Revenue Officials, Employees and Others Concerned

This Circular is hereby issued to inform all concerned taxpayers that the deadline of submission of the BIR's copy of BIR Form No. 2316 is hereby extended from February 28, 2024 to March 31, 2024.

Accordingly, for purposes of uniformity in the submission of other reportorial requirements in relation to the submission of BIR Form No. 2316, only the following documents shall be required by all Revenue District Offices:

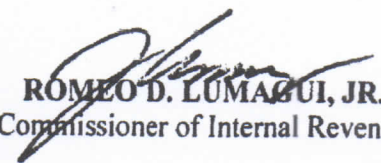
1. Sworn Declaration (Annex "C") under Revenue Regulations (RR) No. 2-2015; and
2. Certification of the List of Employees Qualified for Substituted Filing of their Income Tax Return (Annex "F") under RR No. 11-2018.

Further, the primary reason for the submission of copies of BIR Form No. 2316 without the signature of the concerned employee under Revenue Memorandum Circular (RMC) No. 18-2021 was due to the limitations brought by the COVID-19 pandemic. In the light of the current circumstances, the same shall no longer be allowed, more particularly for those employees who are qualified for substituted filing.

Furthermore, those taxpayers who have already submitted the BIR's copy of the said Certificate using the old format (2018 version) shall no longer re-submit using the new format (2021 version), provided that the computation of the withhold tax reflected in the said form is based on the 2023 income tax rates.

All revenue officials, employees, and others concerned are hereby enjoined to give this Circular as wide a publicity as possible.




ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue



[Date]

NICK FREDDY R. BELLO
OIC-Head, Accounting Office
Visayas State University
Baybay City, Leyte

Thru: **ELIZABETH D. PASA**
Remittance In-Charge
Accounting Office

Dear Sir:

The following employees as listed below hereby authorize Mr./Ms. _____ to act on their behalf to get the BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) from your office.

No.	Name (Last Name, First Name, Middle Initial)	Signature
1		
2		
3		
4		
5		
	(add more rows as necessary)	

Please acknowledge receipt hereof.

Very truly yours,

Name of Office/Department Head (with Signature)
(Department/Office)